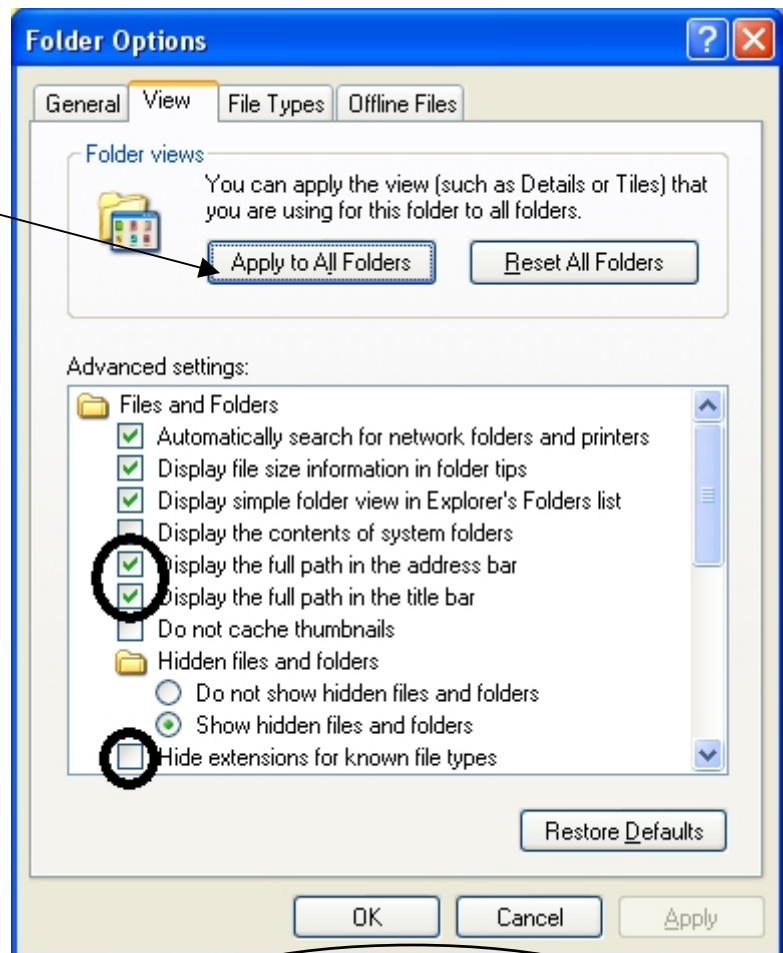# Windows Settings

Set your computer to **show file extensions** and to **show full paths** in the title and address bars. Access this menu from any Windows Explorer window, and pick TOOLS -- FOLDER OPTIONS. Apply these choices to ALL folders.

The full path for a file shows precisely where is it located.

File extensions are the three characters after the "." in a file name. If this extension is visible, it is a lot easier to know the difference between a PDF and a WPD.